

DEPARTMENTAL BUDGET INFORMATION

CITY CLERK (70)

MISSION

The mission of the City Clerk's Office is to conduct seminars and voter education outreach for the registered voters of the City of Detroit; to serve as Clerk to the City Council, Chief Elections Officer of the City and custodian of the Corporate Seal; to certify official documents and provide custody of official City documents; to administer oaths and take affidavits, and to exercise other powers and duties as provided by law.

DESCRIPTION

Additional duties and responsibilities as prescribed by Charter are to serve as the Chair of the Election Commission and perform oversight duties for the Department of Election and general supervision for all elections that take place in the City of Detroit.

MAJOR INITIATIVES

- ❖ The **Codification Project** (Charter required) is designed to update and codify City codes and ordinances. The primary goal of this project is to codify the technical codes and resolutions, incorporating these provisions along with the 1984 Detroit City Code. The New Code of Ordinances will be compiled with other documents into a multi-volume City Code, inclusive of: the 1997 City Charter, Executive Organization Plan, Michigan Constitution of 1963, Michigan Home Rule Cities Act, Michigan Compilation of Laws, contents, indexes, research aids, both Pension System governing City of Detroit employees and ordinances that are addressed in both 1918 and 1974 City Charter that have not been changed nor modified by other

ordinances, resolutions that have also not been modified by State or Federal laws.

- ❖ **Citizen Radio Patrol** units will continue to be implemented as the establishment and expansion of partnerships with other community entities come about. The goal is to increase the number of unit within every Police precinct, promoting and encouraging the Mayor's Kids, Cops, Clean initiative; while focusing on decreasing crime incidents in every neighborhood across our City. The Patrol is also a key component in developing a comprehensive plan for homeland security, both in neighborhood crime awareness and serving as volunteers in emergency situations.
- ❖ The agency continues budgeted projects and implementation that began in Fiscal Years 2003 and 2004 (Kiosk Information Unit and Document Imaging/Archival), as they pertain to electronic storage and distribution of information for City Council and the citizens of Detroit.

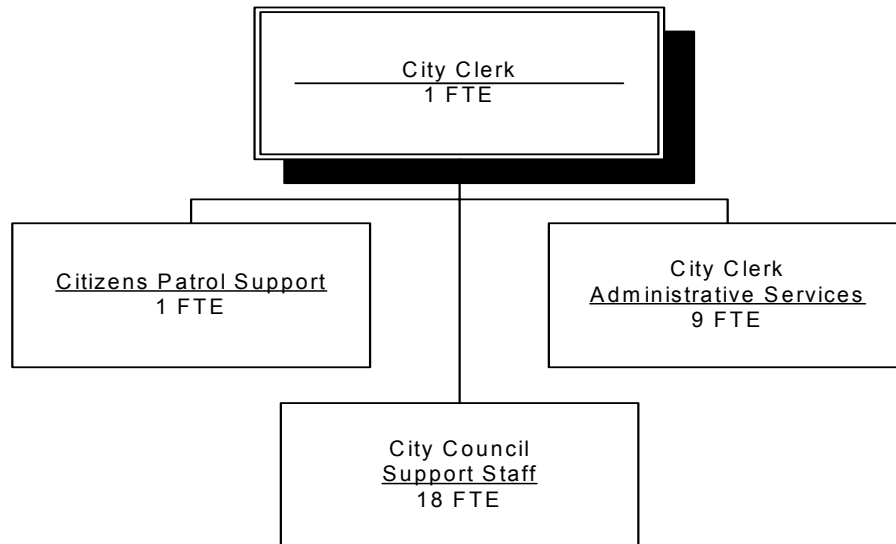
PLANNING FOR THE FUTURE

Beginning in 2004-05 FY, the Office will propose a plan and project a budget for establishing a new division, the **Official City of Detroit Archive of Public Documents**. This effort will provide more adequate and accessible storage space for formal documents, records and historical data for the City of Detroit. The Office will develop information programs that can be delivered through the **Public Access Cable** system. The **Directory of Documents** is in the long range plan; establishing a similar storage and retrieval systems to that of the Library of Congress and

DEPARTMENTAL BUDGET INFORMATION
CITY CLERK (70)

other entities that maintain documents for public use. The Office will continue assessing current and identifying additional

space, that will better suit its need and function.



**DEPARTMENTAL BUDGET INFORMATION
CITY CLERK (70)**

PERFORMANCE GOALS, MEASURES AND TARGETS

Goals: Measures	2002-03 Actual	2003-04 Projection	2004-05 Target
Carry out the directions of City Council as efficiently as possible:			
City Council sessions	199	210	250
Committee meetings	29	60	70
Closed sections	15	20	30
Discussions held	219	300	320
Hearings held	266	300	350
City Council task force meetings	59	65	70
Maintain the records of the City for citizens and other City departments:			
Petitions processed	1,026	1,076	1,076
Ordinances processed	44	50	55
Administer specific citizens information and communications programs:			
Dangerous building hearings	3,982	4,000	5,000
Neighborhood Enterprise Zone (NEZ) applications	20	25	25
Citizens' radio patrols	26	31	33
Nuisance abatements processed	N/A	N/A	65

EXPENDITURES

	2002-03 Actual Expense	2003-04 Redbook	2004-05 Mayor's Budget Rec	Variance	Variance Percent
Salary & Wages	\$ 1,294,482	\$ 1,585,028	\$ 1,446,011	\$ (139,017)	-9%
Employee Benefits	694,154	928,105	959,946	31,841	3%
Prof/Contractual	112,319	352,900	50,804	(302,096)	-86%
Operating Supplies	230,758	255,000	273,830	18,830	7%
Operating Services	1,365,609	1,065,424	1,276,620	211,196	20%
Capital Equipment	6,917	-	15,000	15,000	0%
Other Expenses	(8,288)	10,500	5,982	(4,518)	-43%
TOTAL	\$ 3,695,951	\$ 4,196,957	\$ 4,028,193	\$ (168,764)	-4%
POSITIONS	27	33	29	(4)	-12%

REVENUES

	2002-03 Actual Revenue	2003-04 Redbook	2004-05 Mayor's Budget Rec	Variance	Variance Percent
Sales & Charges	\$ 3,531	\$ -	\$ -	\$ -	0%
TOTAL	\$ 3,531	\$ -	\$ -	\$ -	0%

**DEPARTMENTAL BUDGET INFORMATION
CITY CLERK (70)**

This Page Intentionally Blank